



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL
BOX 788250
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:
NAVHOSP29PALMSINST 1626.1
Code 0002
22 November 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1626.1

From: Commanding Officer

Subj: CHIEF PETTY OFFICERS' DISCIPLINARY REVIEW BOARD (CPO-DRB)

Ref: (a) Uniform Code of Military Justice (UCMJ)
(b) Manual for Courts-Martial (MCM)
(c) NAVJAGINST 5800.1B (Manual of Judge Advocate General)
(d) NAVHOSP29PALMSINST 5390.2B

Encl: (1) Sample Letter of Designation
(2) CPO-DRB Memorandum of Recommendations

1. Purpose. To establish the Command's Chief Petty Officers' Disciplinary Review Board. The Board is created to enhance Naval Hospital Twentynine Palms' ability to develop and maintain leadership and discipline and to make recommendations to the chain of command regarding punitive or non-punitive measures.

2. Background. The CPO-DRB is a proven method of enhancing command efficiency in maintaining good order and discipline. The CPO-DRB provides impartial review of reported offenses by involving senior enlisted leadership and experience. Recommendations of the board can decrease the workload on the chain of command and cause minor disciplinary problems to be resolved at the lowest possible level.

3. Procedures. Upon receipt of the referred report chit and investigation package, the Command Master Chief will task a Senior Chief (enclosure 1), with forming a board of at least two other CPOs. The Board will review the report chit and attached statements, interview the alleged violator and all witnesses, and make recommendations in accordance with enclosure (2). All material will then be forwarded via the chain of command to the Executive Officer Inquiry (XOI).

4. Board Options. If the Board determines that punitive actions are necessary, enclosure (2) shall be forwarded to the XOI with a recommendation to dispose of the case in accordance with references (a), (b) and (c). If non-punitive measures, such as Extra Military Instruction (EMI) are recommended, it shall be handled in accordance with reference (d). In all cases, the Executive Officer shall make the final decision on the disposition of each chit.

R. S. KAYLER

Distribution:
List A

NAVHOSP29PALMSINST 1626.1
22 November 1996

Sample Letter of Designation

MEMORANDUM

From: Command Master Chief

To:

Subj: DESIGNATION AS CHAIRMAN, CHIEF PETTY OFFICER
DISCIPLINARY REVIEW BOARD ICO

Ref: (a) Uniform Code of Military Justice (UCMJ)
(b) Manual for Courts-martial (MCM)
(c) NAVJAGINST 5800.1B (Manual of Judge Advocate General)
(d) NAVHOSP29PALMSINST 5390.2B
(e) NAVHOSP29PALMSINST 1626.1

1. You are hereby appointed as the Chairman of the Naval
Hospital Twentynine Palms Chief Petty Officer Review Board ICO

2. Select two Chief Petty Officers to serve as board members.
Board members may not be assigned to the department of the
individual appearing before the board. All other Naval Hospital
Twentynine Palms Chief Petty Officers are eligible to serve as
board members. The board is to be guided using references (a)
through (e).

3. The CPO Disciplinary Review Board should be held within five
days after receipt of this notification, barring any unusual
circumstances. Upon completion, forward your recommendations to
the Executive Officer via my office.

D. W. PRESTON

Enclosure (1)

NAVHOSP29PALMSINST 1626.1
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MEMORANDUM OF RECOMMENDATIONS

From: Chairman, CPO Disciplinary Review Board
To: Executive Officer
Via: (1) Command Master Chief
(2) Chief Master at Arms
(3) Director

Subj: CPO REVIEW BOARD RECOMMENDATIONS ICO

1. On _____, (Rate Name SSN) of (dept) appeared before the DPO Review Board for the following reason(s):

a.

b.

c.

2. The board members were:

Rate	Name	Department
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3. The CPO Review Board recommendation(s) are:

a.

b.

c.

4. Comments:

I. S. NAME

Enclosure (2)